Problem - Needs to be dealt with.
$ ↓'g down.

Spoken w/ KO, JD, JE, KAJ, RN, SR, . 564-7088

Guidelines

Transfer funds to POINT when a project to be done

Centralize fund raising - not in WEI.

Not an on-going biz - a paper entity to be used when needed - raise funds
- do project
- work w/ WEI Founders

Annual fdrs mtg.

House R&D type projects on an ad hoc basis - a project comes along that we can't pass up

Funds ~~useable~~ as bridge loan to POINT.
to invest in increased revenue generation.

On-going relationship w/ Founders -
Can do self-funding projects.

O/H alloc'n similar to the rest of the org'n.

Offer you this asgmt if you want it. O/w, we're

To start:

- Expenditure approval, involvement ~ KT only.
- A written assignment, for November -
How WEI can best serve POINT.
I'll decide on how it ought to run.

Pending getting project mgmt guidelines and objectives of WEI & plans & getting fundraising eval'd ~~set~~ up, in place, we're going to put WEI on hold. Keep the $ from draining.

Wed.

Provisionally - don't commit to any expenditures.

Depending on outcome of Wed.;

Thurs.

Set up as outside consultant. Before changing that, we'll see if that can be productive. Assignment for Nov.:

Stop the automatic pay check.

Part I - 15 days $1,000.- Deliverable:

Part II - 15 days $1,000.- " :

Put on hold work w/ Media 360.
& Bruce Katz

Proposal

What should WEI do over the next yr., how should it be set up to do it. Submit to me - & consult along the way

Alternatives -
w/costs.

Problem w/ using peoples time?

The Fundraising Institute.

How is this organized at other non-profits?

Devel't Directors 30-50K.

Marin Housing Ctr. 30K.

Need advice on project mgmt procedures.

Guidelines for Project Mgmt.
for WEI.

Objectives

- Promote longevity of WEI
- Promote well being of POINT - either financially or its mission - community building, etc.
- Be flexible - serve to our advantage

- Fit in w/ overhead allocation
  project development
  project management
  & reporting
  } systems

  i.e., not be an exception or create a lot of overhead for Point.

- To centralize f/r for POINT - not have both in one arm
- To remove artificial distinction betwn Point + WEI, where detrimental.

Operating Guidelines

Point Fdn will do two things through WEI:

- ~~raise money from~~ use it as a way to interact with significant donors;
- do certain projects under the auspices of the Institute — those which are ① sufficiently compelling, though not in our main lines of business and ② fully self funding.

How it will operate

WEI will ~~[illegible]~~ ~~[illegible]~~ not have any staff *per se*. ~~[illegible]~~ Rather, WEI is a "place" where

929-0870

EXPENSES

① ANY O/S COMMITMTS? ② PRE-APPROVE W/KT ③ SUBMIT BILLS/EXPENSES TO ME - UNTIL BUDGET.
④ ALL WEI CKS MUST BE SIGNED BY KT.

OTHER BILLS -- I'LL GIVE CG A LIST OF APPROVED EXPENSES.

PAY

EFFECTIVE NOV 1 90

1/2-TIME PD POINT EMPLOYEE POSITION @$12.75.

PLANNING

A DRAFT/OUTLINE WE SIT DOWN + TALK ABOUT ON NOV. 15. - SAY 3 P.M.
BUDGET/PLAN SCHEDULE.

WHAT NEEDS TO HAPPEN FOR YOU TO WORK W/ THE POINT STAFF?
NOT TO REFUSE TO ATTEND MTGS?
TO DISCUSS ISSUES?

WHAT DO YOU SEE WEI DOING?

HOW DO YOU SEE YOUR ROLE?

IT'S NOT WORKING --

OTHER PERSON TO TALK TO - K.O.?